

Samples
of
Employer Evaluation
&
Communication

June 2004

SAMPLE Employer Evaluation Cooperative Education Grade Sheet

Student's Name: _____ Grading Period: _____

Agency: _____

Supervisor's Signature: _____ Date: _____

DIRECTIONS: Please circle the description of the performance that applies to the trait.

TRAITS	PERFORMANCE			
	100-90	89-80	79-70	69-60
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/Punctuality	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

DIRECTIONS: Please place a check in the column that describes the specific job skill.

SPECIFIC JOB-RELATED SKILLS	EXCELLENT 100-90	ABOVE AVERAGE 89-80	AVERAGE 79-70	POOR 69-60
Follows specific safety rules				
Wears necessary safety equipment				
Follows policies for well-being of all employees				
Applies knowledge of environmental, health, and safety issues				

IN TERMS OF A NUMERICAL GRADE, I WOULD GIVE A _____.
 100-90 = A 89-80 = B 79-70 = C 69-60 = D 59-0 = F

SAMPLE
Employer Evaluation
Cooperative Education—Student Rating Form
(This form is to be filled out by the Supervisor of the Student/Employee)

PRINT NAME OF SUPERVISOR HERE

****Attach one check stub for pay period to this time card for official audit**

PLEASE PRINT ALL INFORMATION

Name of Student: _____
Place of Employment: _____
Job Title: _____
Supervisor: _____
Phone: _____

PLEASE RATE STUDENT/EMPLOYEE USING THE FOLLOWING SCALE:

5 - Excellent; 4 - Above Average; 3.5 - Meets Expectations; 3 - Average; 2 - Below Average; 1 - Poor; N/A - Does not apply

Part I - Employability

1. Uses correct language; speaks clearly; listens	5	4	3.5	3	2	1	N/A
2. Works well with others; is a part of the team; uses initiative	5	4	3.5	3	2	1	N/A
3. Punctual to work; has good attendance; uses good judgment	5	4	3.5	3	2	1	N/A
4. Accepts responsibility; is reliable; follows up on job assignments	5	4	3.5	3	2	1	N/A
5. Greet clients; is respectful; is courteous; has acceptable attitude	5	4	3.5	3	2	1	N/A

Part II - Specific Job Skills and Work-site Requirements

6. Follows prescribed dress code and/or uniform requirements	5	4	3.5	3	2	1	N/A
7. Performs duties and job assignments without being reminded	5	4	3.5	3	2	1	N/A
8. Performs specific tasks efficiently and effectively	5	4	3.5	3	2	1	N/A
9. Follows directions from manager and/or supervisor/team leader	5	4	3.5	3	2	1	N/A
10. Follows safety, security and/or sanitation policies	5	4	3.5	3	2	1	N/A
11. Performs duties in timely fashion without reminders	5	4	3.5	3	2	1	N/A
12. Shows job competence and task improvement since hiring	5	4	3.5	3	2	1	N/A

Part III - Professional Growth/Ethics

13. Demonstrates knowledge of company/unit policies/functions	5	4	3.5	3	2	1	N/A
14. Shows loyalty to and has knowledge of mission statement	5	4	3.5	3	2	1	N/A
15. Attends meetings when directed; follows company policies/goals	5	4	3.5	3	2	1	N/A
16. Demonstrates legal and ethical behavior within the scope of job	5	4	3.5	3	2	1	N/A
17. Shows initiative in learning new jobs and accepting new tasks	5	4	3.5	3	2	1	N/A
18. Demonstrates professional growth and mature decision-making	5	4	3.5	3	2	1	N/A
19. Performs job tasks occasionally even if not part of job description	5	4	3.5	3	2	1	N/A
20. Understands need for adhering to set schedules and deadlines	5	4	3.5	3	2	1	N/A

Supervisor: _____ Date: _____

Student: _____ Date: _____

SAMPLE

Cooperative Education--Employment Contact Form

Name of Student: _____

Program: _____

Teacher/Coordinator: _____

Dates of Employment: _____

PLEASE PRINT ALL INFORMATION BELOW

Job Information

Job Title: _____

Name of Company/Business: _____

Address: _____

Phone No.: _____

Contact person: _____

How did you learn about the opening of this job?

Action Taken:

Interview Scheduled: ____ Y or N **Date:** _____ **Time:** _____

Name of Interviewer: _____

Letter of application sent: ____ Y or N **Date:** _____

Phone Number: _____

Date called: _____

Outcome: _____

Follow-up action needed:

**SAMPLE
COOPERATIVE EDUCATION (COOP)
EMPLOYER EVALUATION OF STUDENT PERFORMANCE**

For the Period _____ 20

Student Name _____ Job Title _____

Employer _____ Name of Supervisor _____

Instructions:

This report is to be completed by the student's immediate supervisor, discussed with the student, signed by both the supervisor and the student and returned to the school coordinator by mail or during a visit. In the space at the left, check the phrase that describes this student learner most accurately. Total the value for all the responses and record in the Total Scores section.

Productivity

- 0 ___ Fails to do an adequate job
- 1 ___ Does just enough to get by
- 2 ___ Maintains constant level of performance
- 3 ___ Very industrious; does more than is required
- 4 ___ Superior work production record

Ability to Follow Instructions

- 0 ___ Seems unable to follow instructions
- 1 ___ Needs repeated detailed instructions
- 2 ___ Follows most instructions with little difficulty
- 3 ___ Follows instructions with no difficulty
- 4 ___ Uses initiative in interpreting and following instructions

Initiative

- 0 ___ Always attempts to avoid work
- 1 ___ Sometimes attempts to avoid work
- 2 ___ Does assigned job willingly
- 3 ___ Does more than assigned job willingly
- 4 ___ Shows originality/resourcefulness in going beyond assigned job

Quality of Work

- 0 ___ Does almost no acceptable work
- 1 ___ Does less than required amount of satisfactory work
- 2 ___ Does normal amount of acceptable work
- 3 ___ Does more than required amount of neat, accurate work
- 4 ___ Shows special aptitude for doing neat, accurate work beyond required amount

Dependability

- 0 ___ Unreliable, even under careful supervision
- 1 ___ Sometimes fails in obligations, even under supervision
- 2 ___ Meets obligations under supervision
- 3 ___ Meets obligations under very little supervision
- 4 ___ Meets all obligations without supervision

Cooperation

- 0 ___ Uncooperative, antagonistic
- 1 ___ Cooperates reluctantly
- 2 ___ Cooperates willingly when asked
- 3 ___ Cooperates eagerly and cheerfully
- 4 ___ Always cooperates eagerly and cheerfully

Ability to Get Along with People

- 0 ___ Frequently rude and unfriendly - uncooperative
- 1 ___ Has some difficulty working with others
- 2 ___ Usually gets along well with people
- 3 ___ Is poised, courteous, and tactful with people
- 4 ___ Exceptionally well accepted by peers, customers and supervisors

Attendance

- 0 ___ Often absent without good excuse and/or frequently late
- 1 ___ Lax attendance and/or frequently late
- 2 ___ Usually present and on time
- 3 ___ Very prompt and regular in attendance
- 4 ___ Always prompt and regular; volunteers for overtime when asked

Appearance

- 0 ___ Untidy or inappropriately groomed
- 1 ___ Sometimes neglectful of appearance
- 2 ___ Satisfactory appearance
- 3 ___ Careful about personal appearance
- 4 ___ Exceptionally neat and appropriately groomed

TOTAL SCORE

Overall Estimate of Student's Work (Employer's Grade)

- | | |
|---------------|------------|
| Poor | (Below 20) |
| Below Average | (20-25) |
| Average | (26-30) |
| Above average | (31-35) |
| Outstanding | (36-40) |

Progress toward completion of Work Site Competencies outlined in the Student's Training Plan and Progress Report:

Satisfactory

Unsatisfactory

Comments _____

Supervisor Signature Date Student Signature Date

Coordinator Signature Date Coordinator's Grade

Sample EMPLOYER EVALUATION

Student: _____

Employer: _____

Your constructive criticism enables us to provide better instructional training. Please evaluate the traits of the above named trainee by rating according to the following scale:

2 = Extremely Satisfactory

1 = Satisfactory

0 = Unsatisfactory

1. Follows instructions _____
2. Communicates well with other employees and the public _____
3. Displays well organized work habits _____
4. Uses mature judgment _____
5. Indicates a desire to improve and advance _____
6. Recognizes and respects authority _____
7. Dresses and grooms properly _____
8. Reports to work on time _____
9. Ability to work under pressure _____
10. Gets along with employees, customers _____
11. Accepts constructive criticism on the job _____
12. Maintains good quality of work _____
13. Utilizes good technical skills on the job _____
14. Adheres to job expectations _____
15. Overall job performance _____

Comments or suggestions for future training: _____

Suggested grade rating: A B C D _____

SAMPLE Employer Evaluation

HEALTH CAREERS COOPERATIVE EDUCATION

STUDENT EVALUATION

NAME _____ DATE _____

COMPANY NAME _____

Please check the statement that best applies.

Cooperation:

- ☐ Cooperates willingly at all times
- ☐ Usually cooperates with others
- ☐ Indicates resentment toward cooperating with others
- ☐ Unwilling to cooperate with others

Dependability:

- ☐ Reports to job on time
- ☐ Absent - notifies employer
- ☐ Absent - does not notify employer
- ☐ Absent frequently

Professional/Personal Appearance:

- ☐ Always neat, wears appropriate attire
- ☐ Usually neat, occasional inappropriate attire
- ☐ Frequently lacks appropriate attire
- ☐ Overall appearance needs improvement

Interest in Specific Occupation:

- ☐ Appears interested in occupation, asks questions relating to occupation
- ☐ Appears interested but does not ask questions
- ☐ Appears easily distracted, wastes time
- ☐ Appears disinterested

Attitude:

- ☐ Self-motivated, enthusiastic, welcomes constructive criticism
- ☐ Open-minded, accepts constructive criticism
- ☐ Lacks initiative but follows directions
- ☐ Poor attitude, reluctantly accepts criticism

Comments: _____

Evaluated by _____ Date _____

Student Signature _____ Date _____

Sample
Job Termination Request
Wisconsin's Cooperative Education Skill Standards
Certificate Program

(to be filled out by the student)

Student Learner	Student Identification Number
Co-op Program	Teacher Coordinator
Workplace Mentor	Telephone Number ()
Date of Request	Length of Employment
Job Termination Request <i>Circle One</i> <div style="display: flex; justify-content: space-around; width: 100%;"> Denied Approved </div>	Last day of work with this employer
<p style="text-align: center;"><i>Use back of this sheet as necessary.</i></p> <ol style="list-style-type: none"> 1. Identify reason for requesting termination of employment. 2. Describe the effort you made to foster good working relations on the job? 3. List specific instances that made you feel you could no longer work at this workplace. 4. Have you discussed the situation with your teacher coordinator? 5. What were the results of this discussion? 6. What steps do you plan to take to become successful at your next workplace? 	
Student Signature	Date
Teacher Coordinator Signature	Date
Workplace Mentor Signature	Date
Parent/Guardian Signature	Date

If a student learner is terminated from a workplace, the *teacher coordinator* must be notified immediately and become involved in discussions with the employer, student learner, parent/guardians, and *workplace mentor*. The completed termination request becomes part of the student's school record.

Sample Employer's Grade Sheet/Job Evaluation

CAREER BASED INTERVENTION Employer's Grade Sheet

Student Name _____ Date _____ Grading Period
1 2 3 4 5 6

1. QUALITY OF WORK (Accuracy, neatness, thoroughness)

Inferior work	Inferior work	Meets requirements	Highly accurate	Exceptional
0 1 2	3 4	5 6	7 8	9 10

2. QUANTITY OF WORK (Volume, amount, speed)

Very slow	Insufficient work	Moderate	Rapid worker	Highly productive
0 1 2	3 4	5 6	7 8	9 10

3. KNOWLEDGE OF WORK

Almost none	Limited	Adequate	Good Understanding	Excellent Comprehension
0 1 2	3 4	5 6	7 8	9 10

4. DEPENDABILITY (Reliability, attendance, punctuality)

Very slow	Insufficient work	Moderate	Rapid worker	Highly productive
0 1 2	3 4	5 6	7 8	9 10

5. COOPERATION (Working with other employees)

Troublemaker	Has Difficulty	Generally Cooperative	Gets along well	Excellent relations
0 1 2	3 4	5 6	7 8	9 10

6. JUDGEMENT (Ability to make decisions, plan work)

Disorganized	Limited Judgment	Plans Well	Logical Thinker	Creative
0 1 2	3 4	5 6	7 8	9 10

7. INITIATIVE (Motivation, interest in work)

Indifferent Needs	Pushing	Adequate	Considerable	Highly Motivated
0 1 2	3 4	5 6	7 8	9 10

8. PERSONALITY (Courtesy, appearance, public relations)

Rude	Indifferent	Adequate for job	Polite, courteous	Exceptional
0 1 2	3 4	5 6	7 8	9 10

9. SAFETY (Including use and care of equipment)

No thought of safety	Unable to Perceive Safe Practices	Usually Safe	Reacts Well to Safety Requirements	Conscious of Safety
0 1 2	3 4	5 6	7 8	9 10

10. ABILITY TO REACT TO SUGGESTIONS

Hostile	No Reaction	Accepts but Not Positive	Good Reaction	Excellent Reaction
0 1 2	3 4	5 6	7 8	9 10

EMPLOYER COMMENTS: Days Absent _____

Times Late _____

Wisconsin Department of Public Instruction